**Conference Call Dial In Instructions for 341 Hearings**

**For All Parties**

If you have not received your dial in number and access code, please email [TawannaC@ch13plano.com](mailto:TawannaC@ch13plano.com) and she will email you the correct call in number and access code for your hearing. Your dial in number may not require an access code.

Using the dial in number provided, call in and when prompted provide the Access Code number provided then press #key.

The 341 Hearing Officer will determine which parties are on the line and those parties whose hearing is not ready to be called, will be asked to either mute their line until their hearing is called by the Hearing Officer.

**Each call will be recorded**. To eliminate static or echo on the call, be sure your mobile device is not too close to a computer or speakerphone. Avoid using speakers, headsets or cordless phones if there is any experience with static or echo.

**If you are having difficulty connecting to your meeting**, you can send a text message to your conference dial in number. Simply Text “Help” to receive a text message with a temporary backup number. Or you may Text “Call me” to receive a call that connects you with your Dial-In. Once connected, enter your Access Code as you normally would.